

Los Alamos

NATIONAL LABORATORY

Housing Request Form

Housing Office hours are: 8:30 AM to 12:30 PM and 2:30 PM to 4:30 PM Monday through Friday.

Address: LANL, Housing Office, 1305 Iris St., Apt. # 8, Los Alamos, NM 87544

Email: housing@lanl.gov Phone: (505) 667-1727 Fax: (505) 665-6701

Instructions: Read carefully and sign as indicated by the arrows. Please provide all requested information. Incomplete or unsigned applications will be returned.

Requester Information

Name (<i>last, first, middle</i>)		Social Security Number		Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Address: Street	City	State	Zip Code	
Message Phone	E-mail Address	Fax Number		
Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Are you a returning student/employee? Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please provide your Z number and group affiliation below		

Housing Policies

- To be considered for LANL housing you **MUST** be affiliated with LANL. A copy of a Personnel Action Form, Offer Letter, or Guest Agreement **MUST** accompany this request. Dates of occupancy **MUST** coincide with dates of employment.
- Deposit (in certified funds) must accompany this request – (\$50.00 of this money is a non-refundable application fee – the remainder is held as a security deposit).
- Monthly rent: Due and payable on first day of each month.
- No pets.
- It is the tenant's responsibility to secure a roommate if desired.
- Arrivals must be scheduled during regular business hours.

A complete housing application consists of the following:

1. A Completed HOUSING REQUEST form.
2. An APPLICATION FEE/SECURITY DEPOSIT (amount determined by apartment choice) – *certified funds only* (cashier's check or money order - Personal checks and credit cards **will not** be accepted.) Please make fee/deposit payable to: LANL, Housing Services.
3. PROOF OF LANL EMPLOYMENT – copy of an offer letter or personnel action form (Housing Office is not responsible for obtaining this information).

Rent Information

All rents are due on or before the first day of each month and are considered paid when delivered to the Housing Office. There is a one-month minimum rental required on all apartments. If the lease period is longer than one month, rent will be prorated as follows: At the time of move-in the tenant will be responsible for payment in certified funds for the number of days of occupancy in the first month. Rent will then be due and payable in full on the 1st day of the month thereafter. Rent for the departure month must be paid in full at the beginning of the month and refunds will be made at the prorated rate when the tenant terminates their lease.

Requested Dates of Occupancy

Housing is assigned on a first come, first served basis. Once an apartment assignment is made, changes in arrival and departure dates are highly discouraged and will be reviewed on a case-by-case basis. There is no guarantee that changes in arrival and departure dates can be accommodated. Apartment reservations will be held until 5:00 p.m. of the scheduled arrival date. If applicant has not contacted the Housing Office by that time, the Housing Application will be null and void, and the application fee will not be refunded.

Type of Apartment Requested _____ Arrival Date _____ Departure Date _____

Please explain any special needs or requirements below.

Applicants Signature _____ Date _____



The section below is to be completed by Housing Office staff

Date Received in Housing Office: _____ Date Deposit Rec'd _____

Housing Assignment _____ Roommate _____